

**Space Family Education, Inc.
Board of Director's General Meeting**

May 17, 2007

Safety Report

Director & Vice President

Close Calls: Debbie B. and Melanie S. met with a NASA safety representative, Chris C., to discuss the existing close call report associated with the danger of cars driving/parking under the entrance circle obscuring visibility while children are entering/exiting the building. Chris C. spent an entire day observing parents and children entering and exiting the CCC and wrote his observations and recommendations up in a report. This report was emailed to the CCC membership. The root cause of the close call was attributed to parents not adequately controlling their children while in the parking lot and when entering/exiting the CCC. Recommendations included signage and training for parents and kids as well as increasing parking lot capacity to alleviate the bottleneck during high traffic times. The close call remains open until mitigation efforts are completed.

Accident/Illness Report: Debbie B. presented the updated accident/illness tracking plots for the CCC. The plots can be viewed on the JSC CCC member information web page located at http://www1.jsc.nasa.gov/childcare/membinfo_new.html#SFEI%20Illness%20/%20Injury%20Tracking%20Plots.

Director's Report

Staffing

Resignations: Ms. Ramsay, room 9 Kindergarten teacher, announced her resignation effective May 25, 2007. The CCC will host a reception for her from 3:30p-5:30p on that Friday. Members are asked to get the word out to former students. The SFEI summer camp list is a good source to contact former students. A scrapbook will be made available at the CCC so people can sign and attach photos. Jennifer M. will help coordinate the taking of a school photo to present to Ms. Ramsay.

New Hires: Chris W. has hired four new employees. Ashleigh W. has a bachelor's degree in education and is currently pursuing her masters at UH. She will be assigned to Room 8, replacing Cynthia, and will start next week. Cynthia will return to being a full-time floater.

Pat O., another new hire, has previously taught toddlers and Pre-K and plans to get her CDA. She will take Stephanie's place in Room 2 when Stephanie resigns due to pregnancy. Pat O. plans to start on May 29th.

The third new hire is Kathy K. who will be replacing Mrs. Ramsay as the Kindergarten teacher. She will graduate from UHCL this month with her education degree and has done student teaching in CCISD.

The final new hire, Debbie T., will begin working as the full-time floater on the infant/toddler side on June 1st. Debbie T. will then replace Monica in Room 3 in the fall when Monica gives up her full-time position to attend college. Monica will remain at the CCC as a substitute teacher.

Other: Chris W. is looking for 1 more full-time teacher and a certified bus driver to drive students to field trips over the summer.

Dianna R.'s husband had a heart attack last Tuesday and was rushed to the emergency room where he underwent an angioplasty. Dianna asked Chris to express her thanks to the board for the flowers and well wishes sent to their family.

Operations

FACILITY

Dishwasher: The drain backed up on the dishwasher this morning. JSC maintenance was called. They snaked the drain and it is back up in working order.

Playground: All four rocking rides on the playground are out of compliance with state regulations because they are too close to each other (if children fell off, they could potentially collide into each other). We have until 2008 to fix the problem. Melanie S. asked Chris W. to review the options for addressing the problem and include the cost of the chosen solution in the upcoming budget proposal.

Computers: Chris W. requested donations of educational computer games that parents are no longer using to install on school computers.

A generic email account was created called JSC-SFEI to allow SFEI staff to sign up for NASA classes in SATERN but there are issues with it. Jennifer M. is working with IRD and Chris to resolve. Currently, the CCC is out of compliance with an inadequate number of staff trained in infant/toddler CPR. The NASA HR representative said she would try and figure out a way to go around SATERN to get this required training for the staff now until the issue with the email account is resolved.

Extended hours for shift workers: Chris is continuing to explore the option of opening the CCC 15-30 minutes earlier for Mission Operations Directorate shift workers who must report to work at 7am. She said that she is looking into having the affected parents make reservations at the CCC and pay staff members directly, likely \$5 for every 15 minutes. SFEI will not pay staff for this additional time worked. It was suggested that this could also be expanded to the evening after trying it out first in the morning. Angelique, from the Texas Department of Family Protective Services, told Chris that if the JSC CCC modified its operating hours, she would need us to document the changes in a letter to include in our file.

SPECIAL EVENTS

Graduation: Graduation ceremonies for Pre-K and Kindergarten students (Rooms 7-9) will be held in the Gilruth Center Ballroom on May 22nd at 6:30p. A fee of \$10 per graduate, due Monday, May 21st, will go towards gown rental, a tassel for graduates to keep, decorations and refreshments. All are welcome. A dinner of cheese pizza, carrot sticks and apples will be available prior to the ceremony at a cost of \$3. A form will go out to interested members shortly in order to get a head count for dinner.

Summer Activities: The summer schedule begins on June 4th and planning is near complete. Chris is working on booking a few more events at the CCC. Individual rooms are setting up their own field trips.

CURRICULUM: Chris W. held a curriculum meeting for members yesterday to discuss upcoming changes to the curriculum at the CCC to be more in line with NACCP requirements. At the meeting, Chris got the action to have someone from NACCP come to JSC to discuss those requirements, in particular, the need to eliminate the use of worksheets. The status as of this action is that Chris called NACCP and is waiting on a return call. Chris will have copies of the articles she referenced at the meeting including one on “multiple intelligence” and one on how TV affects a child’s brain available on a table in the CCC lobby for parents to take.

Committees Report

Fundraising:

Jennifer M. gave a status on the fundraising committee activities. The next fundraising committee meeting will be Thursday, May 24, 2007 in the Director's office. Agenda items include:

- *Choosing a cookie dough vendor* - The fundraising committee will be exploring using a different cookie dough vendor. With the new vendor, we would make less money per box but there are more cookie choices and the cookies are reported to taste better.
- *Calendar for next year*
- *Proposal to establish a JSC CCC alumni association*
- *Fundraisers for Ava Jacobs (recently diagnosed with brain cancer)*
 - Jump in July for the Jacobs – Tentative plans include holding the event on July 31, 2007 using a donated jump room at Jump-n-Jungle for 1-2 hours. Tickets would be sold and all ticket sales money would go to the Jacobs. In addition, pizza and soda would be sold at the event and proceeds would go to the Jacobs. People could also make a cash donation at the event.
 - 5K for Ava Brae – Tentative plans include holding the event at the Gilruth Center or in a park and selling a BBQ dinner. Maureen S. is researching getting a BBQ team for the event. The event would be held when Houston temperatures get cooler.
- *Sippy Cup Golf Tournament* - This event will be postponed until the February/March 2008 time frame due to the activities being planned to assist the Jacobs family.

Curriculum: Chris will be assembling a new curriculum committee of parents and staff to research various curriculums and make a recommendation to the SFEI Board of Directors. The Curriculum Committee will have its 1st meeting in June. Most of the teachers in Rooms 5-9 have agreed to join the committee. In addition, several parents have joined the committee. Chris has begun collecting preview kits from various curriculums to provide to the committee for assessment.

Standard Operating Procedures (SOP): SOP re-write still in work.

Newsletter and Web Page: No report.

Expansion: Stephen W. gave a status on the expansion committee activities. He reported that the committee has met 4 times and has been focused on identifying the needs of the NASA community for the CCC. They sent a questionnaire to members asking for feedback. According to the questionnaire responses, the primary needs were to have more openings for infants and to offer after school care. Now, the focus is on raising money since any expansion will require significant funds. They will be surveying local daycares to see if tuition can be raised, while still remaining competitive, so that a portion of tuition money can go towards an expansion fund. In addition, they will investigate the option of getting funding from contractors whose employees are benefiting from having the CCC available to them. The committee sees the need to host recurring fundraising events such as book fairs, perhaps at the Gilruth Center, to get exposure to those going to work out. Other ideas are casino nights, bowling nights, golf tournaments and selling bricks for any new facility. Finally, the committee will consider mounting a fundraising campaign for SFEI contributions through CFC. Melanie warned that any efforts to raise money for the expansion fund not compromise the non-profit status of the center. Stephen commented that he was aware of this limitation and that they would be sure to consider it in any fundraising activities.

Another focus of the committee will be to build the business case for the expansion including a needs assessment over time based on demographics so the ideas can be presented to NASA for support. The group will be looking into federal grants that are given to “green” (environmentally friendly) buildings. The committee has been reviewing the existing blue prints that were created during the original building design showing how the expansion wing was envisioned. Stephen noted that the use of portable buildings was probably not a good idea. Even though the portable unit may be inexpensive (or free through government surplus), there are significant expenses associated with laying the foundation, plumbing and electric and, in the end, the unit would be susceptible to significant damage during severe weather.

The expansion committee will be putting together a package of information on the committee to provide during Open House this fall. The committee plans to meet on a monthly basis.

Room Reports

No room reports.

Board Members' Reports

Policies and Procedures (Liana R.)

Migration: Migration planning is near complete with only a few uncertain moves that will depend on who's leaving, potty training progress, etc. There will be very little movement of children at the beginning of the summer. Most kids will move to their next classroom on Aug. 27th for the start of the new school year. A handful of students will be enrolled in the Kindergarten room just for the summer. Most of them are former students that left for public school Kindergarten. These additions will help to keep the CCC income up over the summer since 6 students will be withdrawing at beginning of summer.

Marketing Survey: Liana requested that when the expansion committee completes the marketing survey to determine how competitive JSC CCC tuition rates are, that they provide the results to the board. When SFEI renewed the Memorandum of Understanding with NASA, we agreed to provide an annual report demonstrating the cost effectiveness of the JSC CCC versus local centers. We should either be cheaper or the same price while offering more services. The survey will help demonstrate that. The board is hoping to have the survey completed by the Annual General Membership Meeting on June 21st. Stephen agreed to have the expansion committee conduct the survey and provide it in time for the meeting.

Summer Camp 2007: Summer Camp is now at full capacity. A calendar has been posted on the summer camp web page. Sarah is continuing to plan the in-house activities. A camp counselor (with previous large vehicle driving experience) has offered to get her bus driver certification in order to assist with the driving for field trips. SFEI will host an Open House at the summer camp facility, the Clear Lake Recreation Center, from 1-4p on Friday, June 1st.

Treasurer (Miranda S.)

The board has approved hiring an external auditor for the next 2 years. The auditor is McConnell and Jones, a reputable and growing CPA firm. Financial auditing of non-profit corporations is required by the IRS and to participate in CFC. Miranda is currently preparing the last 2 year's financial statements for the audit. Preparing the statements will assist in completing the budget proposal for next year. A new budget will be brought forward to the budget committee and then to the board for approval in June.

A question was raised as to whether the budget committee was open to parents. Miranda replied that it was, however, Miranda will have to sensor some of the personnel information associated with the budget. A question was asked about expected tuition rate increases in the fall. Miranda stated that she won't know the exact increase until the budget is completed in June but she did not foresee a large increase, just an industry standard increase of 3-5% for inflation. Any tuition increase will go into affect in September 2007. Miranda warned that low Kindergarten enrollment affects the CCC revenue which ultimately affects tuition. Currently, there are 3 Kindergarten slots open for fall 2007.

Since her board term is ending this June, Miranda is working on writing work instructions for bookkeeping at the CCC. The instructions will include critical areas and critical dates and will be provided to the board for review.

Secretary (Tammy G.)

By-Law Changes: All By-Law change proposal forms along with petitions, if required (see SFEI By-Laws posted on webpage for details), are due to Tammy G. or Sylvia G. by May 18, 2007. After the deadline, Tammy will prepare a summary of all proposed By-Law changes to send out to the membership at least 2 weeks prior to the Annual General Membership Meeting scheduled on June 21. The By-Law change proposals will be discussed at the Annual General Membership Meeting, prior to the voting in mid to late June.

Board of Director Elections: Board member elections will occur over a 2-week period in the latter part of June for 3 (of 5) 2-year term positions that will be opening up on the board. Completed nomination forms are due to Tammy G. or Sylvia G. by May 18, 2007. After the deadline, Tammy will prepare a summary of the candidates to send out to the membership at least 2 weeks prior to the Annual General Membership Meeting scheduled on June 21. All candidates will be introduced and have a chance to speak at the Annual General Membership Meeting, prior to the conclusion of the election. Tammy will be getting in touch with the personnel in HR that have previously helped with SFEI on-line voting to give them a heads-up on the upcoming elections and By-Law voting. A suggestion was made to get with Rene H. if there are any problems contacting the appropriate HR personnel.

Vice President (Debbie B.)

Debbie B. reported that she will out brief on the fire drill that was conducted at the JSC CCC at next month's board meeting. In addition she reported that the roof leak at the CCC appears to be repaired although we have yet to have as severe a rainstorm as we had when the leak was observed. Debbie expressed the board's appreciation to Rene for helping coordinate the roof repairs. Finally, Debbie reported that there are a lot of safety, security and facility related activities in work but she did not plan to brief on those until a milestone was reached.

President (Melanie S.)

Nothing additional to report.

Member Walk-Ons: None.

Attendance:

BOD: Melanie S., Liana R., Debbie B., Tammy G. (by telecon), Miranda S. (by telecon)

SFEI Staff: Chris W.

NASA Liaison: Rene H.

Members: Stephen W., Alene F., Jennifer Mas., Jennifer Mad., Amy E., Karen C.

The next meeting, the **ANNUAL GENERAL MEMBERSHIP MEETING**,
is scheduled for June 21, 2007,
Building 111 Conference Room – 11:30 AM - 1:00 PM